Administration for Community Living

Administration on Aging

2013 Lifespan Respite Care Program: Building Integrated and Sustainable Lifespan Respite Care Programs
HHS-2013-ACL-AOA-LR-0048
Application Due Date: 05/20/2013

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TABLE OF CONTENTS

Department of Health & Human Services
Administration for Community Living

Program Office:	Administration on Aging
Funding Opportunity Title:	2013 Lifespan Respite Care Program: Building Integrated and Sustainable Lifespan Respite Care Programs
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Executive Summary

The Administration for Community Living (ACL)/U.S. Administration on Aging (AoA) is providing this competitive grants opportunity to eligible state agencies for implementing the requirements of the Lifespan Respite Care Act of 2006 (P.L. 109-442). ACL/AoA will fund up to approximately five (5) grants to those states originally funded in FYs 2009 and 2010, with a federal funding level of up to $250,000 per award for a project period of seventeen (17) months and twenty-nine (29) days, pending the availability of Federal funds.

Eligible state agencies funded under this announcement shall use grant funds for bringing to scale, integrating and ensuring sustainability of respite services across the lifespan with continued and measurable progress towards the realization of a fully functioning Lifespan Respite Program.

This is a limited grant competition. Awards will only be made to eligible States/state agencies who:

- Administer the State's programs under the Older Americans Act of 1965; **or**
- Administer title XIX of the social Security Act; **or**
- Are designated by the Governor of the State to administer the State's programs under this title; **AND** who are
- An aging and disability resource center working in collaboration with a state respite coalition or organization; **AND**
- Are one of the following states : Alabama, Arizona, Connecticut, Delaware, District of Columbia, Illinois, Kansas, Louisiana, Massachusetts, Minnesota, Nebraska, Nevada, New Hampshire, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Washington State, and Wisconsin.

All applicants must demonstrate the support and active involvement of a range of

government and non-government, private, non-profit and other organizations with a stake in serving populations eligible to receive services under the Lifespan Respite Care Act. Only one application per State will be funded. Once funded, grantees will be expected to collaborate with multiple state and local agencies representing all ages, populations and disability/disease groups in planning and carrying out the requirements of the project.

Prospective applicants should be sure to read, understand and fully respond to all requirements of this announcement.

I. Funding Opportunity Description

Statutory Authority

The statutory authority for grants under this program announcement is contained in Title XXIX of the Public Health Service Act (42 U.S.C. 201 et seq.), as amended by the Public Health Service Act P.L.109-442. (Catalog of Federal Domestic Assistance 93.072).

Description

Purpose

The Administration for Community Living (ACL)/U.S. Administration on Aging (AoA) is providing this competitive grants opportunity to assist eligible state agencies with implementation of the requirements of the Lifespan Respite Care Act of 2006 (P.L. 109-442). Successful grantees will be expected to:

- Work through aging and disability resource centers and in collaboration with state respite coalitions or other state respite organizations to enhance and expand the availability of Lifespan respite services in the state; and
- Bringing to scale, more fully integrate, and ensure the sustainability of respite services across the lifespan with continued and measurable progress towards the realization of fully functioning Lifespan Respite Program.

Applicants should be aware that *this is a highly competitive opportunity*. Limited funds are available to support applicants' proposed projects. Therefore only those applications deemed to show the greatest likelihood of success will be selected for funding. Applications will be evaluated on the extent to which each of the required elements described in this Announcement is addressed in application narratives and supporting documents.

Background

Who are caregivers?

Caregivers are the foundation of America's long-term care system. On a daily basis, family caregivers assist relatives and other loved ones with a broad range of tasks ranging from routine to complex. A 2009 study examining the prevalence and experiences of family caregivers estimated that 65.7 million people in the U.S. were unpaid family caregivers to an adult or child. Nearly 32 percent (36.5 million) of U.S. households reported the presence of a family caregiver during the same 12 months. [1]

Caregivers may be found in every community and come from every walk of life. Caregivers are male and female, younger and older, and may or may not possess adequate financial resources to meet their own daily needs or the needs of those for whom they care. In addition to what is known about the "typical" family caregiver, we also know that they can be:

- "Sandwiched" between two generations of individuals needing care: young children and aging family members;
- Grandparents or other relatives of children, with or without disabilities;
- Younger individuals caring for a parent, grandparent or sibling;
- Caring for adults over the age of eighteen with special needs; and
- Families of military personnel returning from combat with traumatic brain injuries, and other serious chronic and/or debilitating conditions.

While the spectrum of individuals classified as "family caregivers" is diverse, one fact remains: family caregivers often do not recognize that they are caregivers and if they do reach out for help, it is often too late. Most often, caregivers view their work as fulfilling a familial role. And, when caregivers do ask for assistance, they often encounter fragmented, narrowly targeted programs or are unable to afford the respite options available to them.[2] Many family caregivers lack sufficient information about where to find supportive services, including respite, or how to choose from among the available.

What is Respite?

Respite is temporary relief for caregivers from the ongoing responsibility of caring for an individual of any age with special needs. Respite is intended to strengthen the family system while protecting the health and well being of both caregiver and care recipient and is a key component of long-term care services.

Currently, several Federal, state and private funding streams support, or have the potential to support, planned and emergency or crisis respite care for caregivers. Each program typically contains specific eligibility requirements in order to receive services, potentially creating difficulties in accessing services and gaps in service availability.[3] For example, the National Family Caregiver Support Program (NFCSP) is designed to address difficulties and service gaps, providing a range of services to meet the diverse needs of caregivers, including respite, access to assistance and caregiver training and education. Section 1915(c) and 1115 Medicaid waivers also include provisions for respite care and permit states to include respite option. In recent years, the U.S. Department of Veterans Affairs (VA) has increasingly focused on providing a range of services, including respite, to family members caring for veterans of past and present conflicts. Additionally, there are demonstration projects, model grants and other initiatives that include respite care for families of children with developmental disabilities.

The disparate nature of both funding streams and eligibility requirements for respite programs may result in long waiting lists or complex bureaucratic mazes of application processes and/or eligibility requirements that are difficult for families to navigate. Even if families have sufficient resources available to pay for respite, they often encounter difficulties finding suitable providers able to deliver respite in a manner appropriate to accommodate their needs. The need to coordinate the availability and dissemination of

information about respite programs, identify and fill gaps in available respite options, recruit and train respite providers and volunteers, and improve the overall quality of available respite resources is a central component of the Lifespan Respite Care Act of 2006.

The Lifespan Respite Care Act – Overview

The Lifespan Respite Care Act (the Act) defines *lifespan respite care* as "a coordinated system of accessible, community-based respite care services for family caregivers of children or adults with special needs." Such a system brings together Federal, state and local resources and funding streams to help support, expand and streamline the delivery of planned and emergency respite services, while also providing for the recruitment and training of respite workers and caregiver training and empowerment.

The Act is intended to accomplish several objectives. **First**, because respite is often in short supply or inaccessible to people of all ages and disabilities, the Act seeks to expand and enhance respite services in the states. **Second**, multiple respite programs are often funded through a variety of sources in the states. The Act is designed to improve coordination and dissemination of service delivery between the various programs. **Third**, consumers may experience difficulties in navigating the multiple respite programs that exist. The Act seeks to improve access to programs by streamlining the means by which consumers access them and by filling service gaps where necessary. **Finally**, by expanding and enhancing respite services, and improving coordination and access, the Act is designed to improve the overall quality of the respite services currently available.

Rather than supplant, replace, or duplicate Federal, state, local and private respite care development and funding activities, the Act is intended to facilitate coordination between programs, reduce duplication of effort, and assist in the development of respite care infrastructure at the state and local levels. The implementation of the Act should improve the delivery and quality of respite services available to families across age and disability spectrums, by establishing coordinated lifespan respite systems.

Applicants to this Program Announcement are encouraged to read the text of the Lifespan Respite Care Act of 2006 in its entirety, including the committee report accompanying the legislation. Full text of the legislation may be found at: http://thomas.loc.gov/cgi-bin/cpquery/T?&report=hr716&dbname=109&.

Current Program Status

Lifespan Respite Programs have been in existence in states since the 1990's. Several state lifespan respite care programs came into existence through state legislation while others relied on the commitments and activities of a dedicated group of volunteers to implement a program without authorizing legislation.[4] The early efforts by states helped to create community-based networks of local partnerships, including family caregivers, providers, state and federally funded programs, area agencies on aging, non-profit organizations, health services, local businesses and faith-based organizations all working to ensure capacity of available respite and related services. These programs were the precursors to and inspiration for the Federal program created in 2006 with the passage of the Federal Lifespan Respite Care Act.

Status of the Federal Lifespan Respite Care Program

Beginning in FY 2009 and for each year since, Congress appropriated approximately $2.5 million for grants to eligible State agencies to implement the Federal Lifespan Respite Care program. In four years of program implementation activity, AoA has funded 30 states and D.C. to develop and implement Lifespan Respite Care Programs. Additionally, in FY 2012, seven of the original FY 2009 states recevied new grants to continue their work in buidlign integrated and sustainable Lifespan Respite systems.

To date, the grantees have made considerable progress towards building sustainable programs capable of meeting the respite care needs of caregivers across the lifespan.[5] Since 2009, many states have performed needs assessments and environmental scans to determine the respite funding streams available, programs in existence, data collection, populations served and gaps in each area and they have broadened stakeholder collaborations to ensure representation of all age, disability groups as well as the broadest possible cross section of the provider network.

Other examples of activities grantees have engaged in to develop comprehensive and sustainable Lifespan Respite Programs include:

- The development and adoption of statewide respite plans and/or policies to guide further development of respite and caregiver support programs;
- Outreach and education to caregivers;
- Integrating Lifespan Respite principles and practice into other statewide activities designed to improve systems and services for individuals of all ages with disabilities and their family caregivers;
- Developing, expanding and enhancing ADRC databases and web sites to make respite information and access more easily attainable;
- Addressing the emergency respite needs of family caregivers;
- The development and implementation of person centered respite voucher programs;
- Working with the faith-based organizations and churches and synagogues to develop community-wide respite options; and
- Increasing the workforce available to provide respite by recruiting, training and retaining volunteers to fill gaps in respite services.

Definitions

In carrying out the activities under this Announcement, the eligible State agency is an aging and disability resource center/single entry point entity **and** works in collaboration with a public or private nonprofit statewide respite care coalition or organization to ensure full, statewide deployment of all required programs and activities of the Lifespan Respite Care Act.

"Aging and disability resource center" refers to an entity that provides a coordinated system for ensuring (a) **comprehensive information** on available public and private long-term care programs, options, and resources; (b) **options counseling** to assist individuals in assessing existing or anticipated long-term care needs, and developing and implementing a plan for long term care designed to meet specific needs and circumstances; and (c) **consumer access** to the range of publicly funded long-term care programs for which consumers may be eligible by serving as a convenient point of entry for such programs.

Eligible respite recipients are defined as family members, foster parents, or other adults

providing **unpaid** care to adults who require care to meet basic needs or prevent injury and to children who require care beyond that required to meet the basic needs of the child.

For the purposes of this Program Announcement, family caregivers include grandparents, of any age, who are primary caretakers of children or adults with special needs. Further, "unpaid family caregivers" are those caregivers who do not receive funding to provide care as their primary means of income.

Required Activities and Use of Funds:

The overarching goal of this FOA is to support the development, implementation and further integration of the requirements of the Lifespan Respite Care Act of 2006. ACL/AoA will only fund projects that propose to serve all eligible respite recipients, including family members, foster parents, or other adults providing unpaid care to adults needing care to meet basic daily needs or prevent injury **and** to children who require care beyond that required to meet their basic needs.

Applicants are expected to address the specific requirements described below **AND** the *Additional Requirements* described in the section beginning on Page 7. Applicants to this Funding Opportunity Announcement (FOA) are encouraged to consider a broad range of possible approaches, strategies and partnerships in carrying out the requirements of either funding option.

Building Integrated & Sustainable Lifespan Respite Programs

Successful applicants are required to use funds to provide the required and, if desired, the optional services authorized by the Lifespan Respite Care Act of 2006 and describe how proposed projects will build upon the achievements of their initial grant programs from FY 2009, FY 2010 and/or FY 2012 (applies to FY 2012 Integration & Sustainability grantees only). In doing so, applicants should describe how they will bring to scale and more fully integrate respite services across the lifespan and continue progress towards the development of sustainable Lifespan Respite systems. Applicants should clearly describe how projects will continue to implement the required services while focusing on the following key areas:

- **Service provision** – gaps continue to be identified in available respite services across age and disability spectrum. Successful applicants will be expected to propose projects that take to scale replicable and sustainable models of respite service delivery such as voucher and volunteer programs, respite cooperatives, and programs developed in the faith community.
- **Data collection and reporting** – states funded under this option will be required develop and/or bring to scale methods of data collection and reporting designed to measure progress on systems development/change, service provision, and caregivers demographics and outcomes. Additionally, grantees will be required to work with the Technical Assistance Resource Center for Lifespan Respite, the AoA Program Officer and in collaboration with other Lifespan Respite grantees on a standard approach for creating a performance measurement and data collection framework (See page 10 for further guidance).

- **Workforce development and training** – the Lifespan Respite Care Act mandates

the recruitment and training of respite providers, including volunteers. States funded under this option will be expected to more fully implement and/or bring to scale training programs designed to bolster the cadre of available respite providers.

- **Program integration** - the important role of family caregivers is being recognized across more sectors of publically and privately funded long-term services and supports (e.g., VA, MFP, Medicaid, state programs).   As such, it is becoming increasingly necessary to ensure caregiver support services, especially respite and its ancillary components of information, access and training are coordinated and made available to caregivers. Successful grantees will be expected to demonstrate the degree to which family caregiver and respite needs are considered comprehensively in other systems change efforts currently underway.

Additional Required Activities: Current FY 2012 Grantee Applicants Only!

In addition to the above requirements, current FY 2012 Integration and Sustainability grantees (i.e., Alabama, Arizona, Nevada, North Carolina, Rhode Island, South Carolina and Texas) wishing to apply for funds under this FOA are required to select from, and propose approaches, that complete a **minimum of two** of the following objectives, by the end of their projects:

- Develop and adopt a statewide respite/caregiver support strategic plan that bridges respite/family caregiver supports across the age and disability spectrum and that builds on current or planned activities pertaining to Olmstead, Alzheimer's disease/dementia capability, person-centered/family-centered planning activities and related HCBS planning;
- Implement a respite workforce development initiative targeting paid and/or volunteer providers that is fully sustainable beyond federal funding;
- Launch a fully functional and self-sustaining respite database with respite information and resources covering all areas of the state and available to all family caregivers across the lifespan;
- Establish a statewide respite voucher program or other gap-filling respite service delivery modality that is fully sustainable via other funding streams by the end of the project;
- Demonstrated integration of respite/caregiver supports into statewide Long-Term Services and Support (LTSS) development initiatives, including (but not limited to) Medicaid waivers, Medicaid/Medicare managed care, VA Programs, palliative care, Money Follows the Person, Care Transitions programs, and Options Counseling initiatives.

Requirement Application Elements

ACL/AoA understands that the current status of program development varies from state to state. ACL/AoA also recognizes that not all states will start from the same place in designing or bringing to scale and integrating their programs. Therefore, all proposals will be evaluated based on the **extent of the progress** a state expects to make under the grant. Applicants are required to fully describe their state's present capacity to deliver Lifespan Respite and how their proposed activities build upon and strengthen those capacities.

Applicants must describe how proposed projects advance and/or build upon previous efforts

in this area. All applicants must propose projects that fully implement the required services specified by the Lifespan Respite Care Act, on a statewide basis while demonstrating:

1. A thorough understanding of the population to be served. Knowledge of the family caregiver population for whom lifespan respite program services are to be provided, or for whom respite care workers and volunteers will be recruited and trained, is an essential requirement of any successful application under this Announcement.

Applicants for must build upon their understanding of the population to be served gained as a result of previous projects. Additionally, the intervention must fully describe how this knowledge will be brought to bear on the further development and integration of the Lifespan Respite Care Program concept and philosophy.

Applicants should refer to *Section IV.2 (*Project Narrative) of this Announcement for a full description of legislatively mandated application narrative requirements.

2. **Coordination with, and on behalf of, existing respite programs and infrastructures.** The Lifespan Respite Care Act is designed to facilitate coordination of respite programs in the state, reduce or eliminate duplication of effort and assist in the development of statewide respite care infrastructure. Grantees are required to coordinate with existing public or private respite care programs already in existence when implementing State or local respite programs.

Applicants should describe their approach for working with public and private non-profit State respite coalitions or respite organizations to implement a lifespan respite program

3. **How proposed programs will help families to better navigate the respite care system and gain access to the programs most appropriate for their needs**. Once operational, Lifespan Respite Programs should assist families by first identifying current respite funding streams in the State and assist families with eligibility determination. Families who do not qualify for any existing respite programs or services may have those services paid for by the Lifespan Respite Care Program.

Applicants should describe how proposed activities will further enable families to navigate available service options and gain access to those services.

4. **How all family members, regardless of age or disability will be served**. When preparing applications for submission, states are reminded that the Lifespan Respite Care Act is intended to improve the delivery and quality of respite services available in a state or locality to families across the age and disability spectrum by establishing coordinated lifespan respite *systems*. All family members, regardless of the age, disability of chronic condition of their loved ones, should be able to access a Lifespan Respite Program to obtain information on how and where to find respite services and providers from among those currently existing.

Applicants are required to describe their plan for serving all age groups and disability categories, without preference for a select demographic group or disability population. ***No phase-in or preferences for age groups or disability categories will be permitted***.

5. **Stakeholder collaboration and full implementation**. Successful applications will demonstrate the broadest possible collaboration with relevant respite and other stakeholders from across the age and disability spectrum.

Applications must include a description of the eligible State agency's:

- Ability to work with other State and community-based agencies;
- Understanding of respite care, and family caregiver issues across all age groups, disabilities, and chronic conditions; and
- Capacity to ensure meaningful involvement of family members, family caregivers, and care recipients.

Additionally, a memorandum of agreement regarding the joint responsibility for the eligible State agency's lifespan respite program between the eligible State agency and a public or private nonprofit **statewide** respite coalition or organization must be in place at the time of application. Applicants are encouraged to embed the flexibility of all parties to the Agreement to modify scope, tasks or partnerships at any time.

A copy of such memorandum <u>must</u> be included as part of ALL application packages!

Additional *required*, *optional* or *encouraged* application elements:

Stakeholder Involvement and Partnerships (Required)

Grantees must carry out the activities of their programs in collaboration with a non-profit statewide respite coalition or organization and in partnership with all relevant stakeholders at the state and local levels. Applicants should detail the means by which the respite coalition/organization and the ADRC will work collaboratively with the grantee in designing, implementing and managing the program.

In addition to the core partnership between grantee, ADRC and Respite coalition, projects must work in conjunction with all relevant stakeholders to ensure the program reaches the broadest population of eligible services recipients possible. Potential stakeholders include (a) entities of state and local government that administer and deliver human services programs designed to meet the respite care needs of family caregivers; and (b) state and local chapters of organizations and entities representing individuals with special needs from across the disease and disability spectrum and for whom respite is an essential component of their ongoing support in a community setting.

Applications should clearly demonstrate the involvement of key state- and local-level organizations and stakeholders from across the age and disability spectrum as full partners in the design, implementation, and evaluation of the Lifespan Respite Program. For example, such a group might include but is ***not limited to***:

- **State government agencies** providing human services programs, of which respite may (or may not) be a component service;
- **Providers** of respite care serving the full range of population groups with varying, disabilities and service needs and for whom respite is an essential component of remaining in the community; and
- **Non-profit organizations** that function at the state and local levels to enhance services and education to persons with respite care needs, their families, and caregivers to enhance and promote the coordination of a more comprehensive and appropriate service delivery between the social service network and the state service

system.

Products (Required)

Grantees will be doing much to advance Lifespan Respite Care Programs at the state and local level. As such, grantees' experiences during the course of the project will be looked at with interest by other states seeking guidance and direction as they embark on the development of similar programs into the foreseeable future. To more easily facilitate replication of programs and approaches by other states and to eliminate the need to "reinvent the wheel," grantees will be asked to submit to AoA key products that can serve as resource guides for future Lifespan Respite Care program development, enhancement, and expansion.

Grantees are encouraged to develop for dissemination products such as: (1) a "how-to" manual that will readily allow others to implement a Lifespan Respite Care program within their own state or community; (2) materials (i.e., training tools, surveys, brochures, etc) that can be easily reproduced by others implementing such programs at the state or community level; and (3) a cost assessment methodology that will enable an estimation of the cost of program start-up and operation and the costs of serving clients as the program matures. Copies of all final products should be submitted to AoA at the conclusion of the specified grant period.

Information Sharing and Programmatic Monitoring (Required)

This funding opportunity presents a unique opportunity for grantees to learn from one another and to share their experiences in program implementation with the broader human services community. To facilitate information sharing on a range of program development issues and to provide regular opportunities for peer-to-peer exchange of information and ideas, the AoA Project Officer and grantee Project Directors will meet regularly and as needed by phone and/or in person. During regularly schedule phone consultations, the grantee Project Directors and the AoA Project Officer will review project developments and accomplishments as well as discuss future endeavors and goals. These meetings will also be an opportunity to provide guidance and technical assistance regarding program development and to hear from National stakeholder organizations about those issues of importance to Lifespan Respite Care Programs nationwide.

Performance Measurement and Data Collection (Required)

As ACL/AoA continues to implement the Lifespan Respite Program, the development of a minimum program data set and performance measures that illustrate the capacity of the program to more fully meet the respite needs of all family caregivers is essential. Successful applicants shall collaborate with the ACL/AoA Program Officer, the Technical Assistance Center for Lifespan Respite Care Programs and their fellow grantees to, at a minimum: 1) design and implement (where necessary and appropriate) environmental scans and statewide needs assessments to determine programmatic and service needs pertaining to Lifespan Respite Programs; 2) develop, agree upon and collect a minimum data set associated respite service delivery across multiple funding streams and programs, including services provided with Federal Lifespan Respite Funds; 3) participate in the development of a Performance Measurement strategy and framework; and 4) pilot test strategies, tools and approaches for data collection and performance measurement.

Participation in and Collaboration with Technical Assistance Efforts (Required)

Successful grantees under this Program Announcement will be expected to participate in technical assistance activities as they pertain to Lifespan Respite Care Program development, management, and integration. This includes, but is not limited to, participation in regularly scheduled conference calls, web casts and one-on-one Technical Assistance opportunities initiated by the ACL/AoA Project Officer, the Lifespan Respite Program Technical Assistance Resource Center, or as requested by the grantee and stakeholders themselves. Additionally, the ACL/AoA Project Officer will, on a semi-annual basis, review program progress reports and schedule an individual teleconference with grantees to review progress reports, evaluate progress on work plan tasks, and offer technical assistance with all aspects of program management.

Grants and Subcontracts (Optional)

Grantees may carry out the required and optional activities described above directly or by sub-grant to, or contract with, public or private entities. Due to the nature of this program, the State Project Director must maintain an **active** role in the implementation and management of this project. Applicants who propose conduit or pass-through funding for another agency to lead the project will not be considered for funding. Applicants should clearly describe, if necessary, their processes for subcontracting specific activities under this Program Announcement. Additionally, applicants should clearly describe the role of the project director along with the stakeholder group that will guide the design and implementation of the Lifespan Respite Program in the state.

National Respite Conference and Grantee Meeting (Encouraged)

Grantees are strongly encouraged to budget resources for travel to and participation in the National Respite Conference, convened annually by ARCH. This conference provides participants with the opportunity to learn about the latest trends in respite program development and with the opportunity to network and share best practices associated with Lifespan Respite Care Program implementation.

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[1] National Alliance for Caregiving/AARP. *Caregiving in the U.S. 2009.* Bethesda, MD: National Alliance for Caregiving and Washington, D.C.: AARP, 2009.

[2] Whitlatch, C.J. and Feinberg, L.F. Family and Friends as Respite Workers. Journal of Aging Social Policy. New York: Routledge, 2006. 18(3-4): 127-139. AND Yanizi, NM, Rosenberg, MW, and McKeever, P. *Getting out of the House: The Challenges Mothers Face When their Children Have Long-Term Care Needs*. 2007, Health Soc. Care Community 15 (1):45-55.

[3] For a number of resources and publications related to various respite programs and funding streams across the lifespan, visit the ARCH National Respite Network and Resource Center web site at: http://www.lifespanrespite.memberlodge.org/Federal_Funding_Guide and http://www.archrespite.org/productspublications/products-and-publications#federalfunding

[4] For more information on the status of Lifespan Respite Programs in the states, visit the ARCH National Respite Network's web site at: http://chtop.org/ARCH.html

[5] For more information about the current Lifespan Respite Care Program grantees and their activities, please visit AoA's web site at: http://www.aoa.gov/AoARoot/AoA_Programs/HCLTC/LRCP/index.aspx

II. Award Information

Funding Instrument Type: Grant

Estimated Total Funding: $1,000,000

Expected Number of Awards: 5

Award Ceiling: $250,000 Per Project Period

Award Floor: $0 Per Project Period

Average Projected Award Amount: $250,000 Per Project Period

Length of Project Periods:

17-month project and budget period

The AoA plans to fund up to approximately five (5) grants under this Option, with a federal funding level of up to $250,000 per award for a project period of 17 months and 29 days, pending availability of federal funds. Grantees shall use funds for the purposes of bringing to scale and more fully integrating respite services across the lifespan with continued and measurable progress towards the realization of sustainable Lifespan Respite systems.

Because the nature and scope of the proposed projects will vary from application to application, it is anticipated that the size of each award will also vary. Funding awards will be reflective of the scope of work proposed by each applicant. The number of awards and the amount of each would vary based on the following factors: 1) actual appropriation levels and 2) the number of applications funded under HHS-2013-ACL-AOA-LR-0047 (2013 Lifespan Respite Care Program: Grants to New States). AoA reserves the right to offer a funding level that differs from the requested amount. It is likely that not all applications received will be funded.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applicants are required to submit a Budget Narrative/Justification using the format included as an Attachment to this FOA, for all months covered during the project.

Funds made available under this Announcement shall be used to supplement and must not supplant other Federal, State, and local funds available for respite care services.

Funding decisions are at the discretion of the Administrator of ACL/Assistant Secretary for Aging. Only those applications that rank the highest in a third party review will be recommended for funding by the Program Officer. It is anticipated that not all applications

received will be funded. Further, when awarding grants, priority consideration will be given to eligible State agencies showing the greatest likelihood of implementing or enhancing Lifespan Respite Care Programs statewide and who are building or enhancing the capacity of their long-term care systems to respond to the comprehensive needs, including respite care needs of their residents.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

By statute, this is a limited grant competition. Awards will only be made to eligible state agencies to that administer the State's program under the Older Americans Act of 1965; or, administer the State's program under title XIX of the Social Security Act; or, are designated by the governor of the state to administer the State's programs under this Announcement.

Applications for this Funding Opportunity are further limited as follows:

Applications for this Funding Option will only be accepted from the following states: Alabama, Arizona, Connecticut, Delaware, District of Columbia, Illinois, Kansas, Louisiana, Massachusetts, Minnesota, Nebraska, Nevada, New Hampshire, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Washington State, and Wisconsin.

Current FY 2011 and FY 2012 Lifespan Respite Care Program grantees/states are not eligible to apply for funding under this FOA.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with **Section 2902 of the Public Health Services Act (42 U.S.C. 201 et seq.), as amended, which requires that grantees provide at least 25% match (cash or in-kind) of total costs. Waivers of, or reductions to, these requirements are not permitted.**

Grantees must provide at least **25** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACL (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **$250,000.00** in ACL (federal)

funds must provide a non-federal share of the approved total project cost of at least
$83,333.00 , which is **25** percent of total approved project cost of **$333,333.00** .

Note: Grantees will be held accountable for projected commitments of non-federal
resources in their application budgets and budget justifications, even when the projected
non-federal commitment exceeds the required amount of matching or cost share. A
grantee's failure to provide the required matching amount will result in the disallowance of
federal funds. However, lack of supporting documentation at the time of application
submission will not exclude the application from competitive review.

If applicable, remember, there are two types of match: 1) non-Federal cash and 2)
non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any
and all third parties involved in the project, including sub-grantees, contractors and
consultants, are considered matching funds. Volunteered time and use of facilities to hold
meetings or conduct project activities may be considered in-kind (third party) donations.
Examples of non-Federal cash match includes budgetary funds provided from the applicant
agency's budget for costs associated with the project. ACL encourages you to not exceed
the minimum match requirement. Applications with a match greater than the minimum
required will not receive additional consideration under the review. Match is not one of the
responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this
announcement.

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other
DUNS Number and System for Award Management (SAM) Requirement

All applicants must have a DUNS number (www.dnb.com) and be registered with the
System for Award Management (SAM, www.sam.gov) and maintain an active SAM
registration until the application process is complete, and should a grant be made,
throughout the life of the award. Finalize a new, or renew an existing, registration at least
two weeks before the application deadline. This action should allow you time to resolve any
issues that may arise. Failure to comply with these requirements may result in your inability
to submit your application or receive an award. Maintain documentation (with dates) of
your efforts to register or renew at least two weeks before the deadline. See the SAM Quick
Guide for Grantees at: https://www.sam.gov /sam/transcript/
SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, Federal grant funds
from any HHS Agency, or receive subawards directly from recipients of those grant funds to:
- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during

which it has an active award or an application or plan under consideration by an OPDIV; and

- Provide its active DUNS number in each application or plan it submits to the OPDIV.

The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3.Submission Dates and Times* will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 11:59 p.m., Eastern Time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the System for Award Management (SAM) at the time of application submission will be disqualified and will not be considered for competition.
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages**. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

Unsuccessful submissions will require authenticated verification from *http://www.grants.gov* indicating system problems existed at the time of your submission. For example, you will be required to provide an *http://www.grants.gov* submission error notification and/or tracking number in order to substantiate missing the application deadline.

Application Responsiveness Criteria

All Applications will go through an additional screening to verify that the applicant:

- Is an Eligible State Agency, as outlined in Section III (I) of this Program Announcement;
- Has included in the application package an MOU between the Eligible State Agency

and the statewide respite coalition/organization; **AND**

- Does not propose conduit or pass-through funding for another agency to lead the project.

Applications that do not meet all of the above responsiveness criteria will be administratively eliminated and will receive no further consideration.

IV. Application and Submission Information

Address to Request Application Package
Application materials can be obtained from http://www.grants.gov

Please note, ACL is requiring applications for all announcements to be submitted electronically through http://www.grants.gov. The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. **For assistance with http://www.grants.gov, please contact them at** support@grants.gov **or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At http://www.grants.gov, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (http://www.grants.gov).

Applications submitted via http://www.grants.gov:

- You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the http://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through http://www.grants.gov because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the System for Award Management (SAM). You should allow a minimum of **five days** to complete the SAM registration.
- **Note**: Failure to submit the correct suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV)**or receive subawards directly from the recipients of those grant funds** to:

1. Be registered in the SAM prior to submitting an application or plan;
2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients must have a DUNS number at the time the subaward is made.

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique,**nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is*free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the http://www.grants.gov compatibility information and submission instructions provided at http://www.grants.gov (click on "**Vista and Microsoft Office 2007 Compatibility Information**").
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.govthat contains http://www.grants.govtracking number. The Administration for Community Living will retrieve your application form from http://www.grants.gov.
- After the Administration on Aging retrieves your application form from http://www.grants.gov, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by http://www.grants.gov.
- Each year organizations registered to apply for Federal grants through http://www.grants.gov will need to renew their registration with the System for Awards Management (SAM). You can register with the SAM online and it will take about 30 minutes (http://www.sam.gov).

Contact person regarding this Program Announcement:

Greg Link
U.S. Department of Health and Human Services

Administration for Community Living
U.S. Administration on Aging
One Massachusetts Avenue, NW
Room 5610
Washington, DC 20201
Phone: (202) 357-3545
Fax: (202) 357-3549
Email: greg.link@acl.hhs.gov

IV.2. Content and Form of Application Submission

Partner Standard Format and PO-Specific Format Requirements
For All Applications:

Authorized Organizational Representative (AOR)
The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.
All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Electronic applications will only be accepted via www.Grants.gov. The Agency will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to the Agency. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures
Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)
www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components
Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Project Narrative is limited to 20 double spaced pages.

Application Package Components	Page Limitations

Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	One page limitation, single-spaced, font size of no less than 11 point
Project Narrative	**20 pages in double-spaced format with a font size of no less than 11-point and included items are listed later in this section.** The 20 page project description *does not* include the project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.
Budget Justification	Submit a 3-5 year budget in accordance with program announcement requirements with line-item detail with justification narrative. **The Budget Justification should be no longer than 10 pages.**
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.

The required content of the Project Narrative and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Narrative, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 11-point font. The Project Summary/Abstract is required to be one single-spaced page in a font size not less than 11-point. The Budget Justification may be single-spaced, in a font size not less than 11-point and should be no more than 10 pages.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.
Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#)

including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by the Agency.
It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by the Agency will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

The Agency supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!
If the Agency cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

Required Forms, Assurances, and Certifications
Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at

Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Required for all applicants. A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. SAM registration is available at http://www.sam.gov. Active registration at SAM must be maintained throughout the application and project award period.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section III.3. Other* for information on obtaining a DUNS

		number and registration at http://www.sam.gov.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Memorandum of Agreement	Submission Required for all Applicants	A memorandum of agreement regarding the joint responsibility for the eligible State agency's Lifespan Respite Program, between the eligible State agency and a public or private nonprofit **statewide** respite coalition or organization must be in place at the time of application. Applicants are encouraged to embed the flexibility of all parties to the

		Agreement to modify scope, tasks, or partnerships at any time.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

		Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Work plan	Submit 3-5 year work plan in accordance with the funding opportunity announcement requirements	

Additional Assurances and Certifications

IV.2. Project Narrative

Letter of Intent

Applicants are strongly encouraged to notify ACL of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3* Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Letters of intent should be sent to:

U.S. Department of Health and Human Services

Administration for Community Living/Administration on Aging

Greg Link

Office of Supportive and Caregiver Services

Email: greg.link@acl.hhs.gov (preferred)

Fax: 202-357-3549

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. ACL will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

Summary/Abstract
Problem Statement
Goal(s) and Objective(s)
Proposed Intervention
Special Target Populations and Organizations
Outcomes
Project Management
Evaluation
Dissemination
Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants issued by the Administration for Community Living. The Project Narrative should provide a clear and concise description of your project.

Summary/Abstract

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. (Please reference the summary/abstract template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx).

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect the elderly population and/or their caregivers (including specific subgroups within those populations), and possibly the health care and social services systems (e.g., the use of health care and/or nursing home services.)

For purposes of this Program Announcement, applicants are **required** to include the following descriptive information as it pertains to the caregiving needs and current respite care infrastructure in their state:

- The population of family caregivers in the state;
- The extent and nature of the respite care needs of that population;
- Existing respite care services for that population, including numbers of family caregivers being served and the extent of unmet needs;
- Existing methods or systems to coordinate respite care information and services to the population at the State and local level and the extent of unmet need in this area;
- A description of respite care services available to family caregivers in the eligible State agency's State or locality, including unmet needs and how the eligible State agency's plan for use of funds will improve the coordination and distribution of respite care services for family caregivers of children and adults with special needs; and
- The criteria used to identify family caregivers eligible for respite care services.

Goal(s) and Objective(s)

This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". You should also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social, economic or political factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

In addition, applicants **must** describe the following:

- How respite care information dissemination and coordination, respite care services, respite care worker and volunteer recruitment and training programs, or training programs for family caregivers that assist them in making informed decisions about respite care services will be provided using funds provided under this Announcement;
- A plan for administration, collaboration, and coordination of the proposed respite care activities with other related services or programs offered by public or private, nonprofit entities, including area agencies on aging;
- How the population, including family caregivers, care recipients, and relevant public

or private agencies, will participate in the planning and implementation of the proposed respite care activities;

- How the proposed respite care activities will make use, to the maximum extent feasible, of other Federal, State, and local funds, programs, contributions, other forms of reimbursements, personnel, and facilities;
- A description of how the quality and safety of any respite care services provided will be monitored, including methods to ensure that respite care workers and volunteers are appropriately screened and possess the necessary skills to care for the needs of the care recipient in the absence of the family caregiver; and
- A description of the measures to be taken to ensure the confidentiality of the individuals served by the program.

Special Target Populations and Organizations

This section should describe how you plan to involve community-based organizations in a meaningful way in the planning and implementation of the proposal project. This section should also describe how the proposed intervention will target disadvantaged populations, including limited-English speaking populations.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. (NOTE: ACL will not fund any project that does not include measurable outcomes). This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the work plan grid under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large (Please reference the optional Sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx)

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organization Capability

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing

project and achieving project goals.

Budget Narrative/Justification

Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/applicants/get_registered.jsp.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in** *Section VII. Agency Contacts* **will determine whether the submission issues are due to Grants.gov system errors or user error.**

IV.3. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent
Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to the contact person for this announcement (See Section IV.1)

Due Date for Letter of Intent: **04/19/2013**
Due Date for Applications: **05/20/2013**

Explanation of Due Dates
The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after

the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with *http://www.grants.gov*. Grants.gov can take up to 48 hours to notify you of a successful submission.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

The agency does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACL. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACL though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACL may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will

also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACL and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards may not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

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Administration for Community Living
U.S. Administration on Aging
U.S. Department of Health and Human Services
Washington, DC 20201
Greg Link

Administration for Community Living

U.S. Administration on Aging

U.S. Department of Health and Human Services

Washington, DC 20201

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Project Relevance and Current Need	Maximum Points: 20

Purpose and Need (10 Points)

1. Does the proposed project clearly and adequately respond to the priority area, as described in this Program Announcement?
2. Does this applicant clearly describe the need for developing Lifespan Respite Care in the state?
3. Does the applicant demonstrate knowledge of the family caregiver populations to be served?
4. In demonstrating knowledge of family caregiver populations, does the applicant apply the knowledge and lessons learned under previous Lifespan Respite grants to further understand and describe the respite needs of family caregivers in the state?
5. Does the applicant describe how the proposed project will build upon the accomplishments made in previous Lifespan Respite Program grants?
6. Does the application describe:

   (a) The population of caregivers in the state;

   (b) The extent and nature of respite needs of that population;

   (c) Existing respite care services, including numbers currently served;

   (d) Existing methods to coordinate respite information and services to the

population?

(e) Respite services currently available in the state, including unmet needs?

(f) The criteria used to identify family caregivers eligible for respite care services?

Problem to be Addressed (10 Points)

1. Does the applicant include a description of the problems this proposal is intended to address through the development of a Lifespan Respite Program?
2. Does the applicant provide appropriate demographic information as it applies to the State where the Lifespan Respite Program will be implemented?
3. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?

Approach	Maximum Points: 30

Goals/Objectives (5 Points)

1. Has the applicant stated clear and meaningful goals and objectives for the proposed program as well as problems that relate to the proposed program?
2. Are the goals and objectives reasonable and likely to be achieved?
3. Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success?
4. Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate?
5. Does the application tie current goals and objectives clearly to the applicant's work in their previous Lifespan Respite grant (s)?

Work Plan/Management Plan (5 points)

1. Is the project work plan clear and comprehensive?
2. Does the work plan include sensible and feasible timeframes for the accomplishment of tasks presented?
3. Does the work plan include specific objectives and tasks that are linked to measurable outcomes?
4. Does the proposal include a clear and coherent management plan, including plans for administration, collaboration and coordination of respite care activities with other related services or programs offered by public or private nonprofit entities, including AAAs and other respite care organizations?
5. Are the roles and responsibilities of project staff, consultants and partners clearly delineated and linked to specific objectives and tasks?
6. Are the qualifications of the project staff, consultants and/or partners, and the proposed level of effort, adequate to carry out the project?

Methods of Addressing the Problem (10 Points)

1. Has the applicant described a coherent approach for building on the accomplishments made in their grants?
2. Does the proposed approach address the problems described?

3. Has the applicant adequately described the plan for using the funds to implement each of the required and optional services?
4. Has the applicant adequately described their proposed approach for service provision?
5. Has the applicant adequately described their proposed approach for data collection and performance measurement?
6. Has the applicant adequately described their proposed approach for workforce development and training?
7. Does the application clearly describe the proposed approaches for program integration?
8. **For FY 2012 Grantee applications only**: Has the applicant adequately addressed the requirement for completion of two additional objectives by the end of the grant period?

Coordination and Linkages (10 Points)

1. Does the application detail the means by which the State respite coalition/organization and the ADRC will work collaboratively with the grantee in designing, implementing and managing the program?
2. Does the application describe how state and/or local community-based organizations will be involved in a meaningful way in the planning and implementation of the Lifespan Respite Program?
3. Does the applicant demonstrate inclusion of the full range of age and disability populations in the planning and implementation of the Lifespan Respite Program?
4. Does the proposed project include all eligible population groups, including disadvantaged and limited-English speaking populations in its targeting?
5. Does the application describe the plan for administering, collaborating and coordinating respite care activities in the state with other related programs and services?
6. Does the Memorandum of Agreement included in the application provide for adequate flexibility to modify parameters agreed to by the Eligible State Agency and the Respite Coalition/organization?

Budget	**Maximum Points: 10**

1. Is the budget justified with respect to the adequacy and reasonableness of resources requested?
2. Is the scope of project activities consistent with the resources requested?
3. Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project?
4. Are the budget amounts proposed for personnel proportionate to other activities, given the scope of the proposal?
5. Are budget line items clearly delineated and consistent with work plan objectives?

| **Project Impact** | **Maximum Points: 20** |

Project Outcomes (5 Points)

1. Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project?
2. Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome contained in Attachment E of the Program Announcement?
3. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field as a whole?

Project Evaluation (5 Points)

1. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)?
2. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
3. Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to others in the field, especially those who might be interested in replicating the project?
4. Will the evaluation permit a determination of whether objectives have been achieved?
5. Does the applicant describe how the quality and safety of respite care services will be monitored, including methods to ensure appropriate screening of workers?
6. Is the applicant's commitment to partnering with AoA, the Resource Center, and other grantees in the development of performance measures and data collection framework and strategies adequately described?

Sustainability (7 Points)

1. Is there a plan to make use, to the maximum extent possible, other Federal, state and local funds, programs, contributions, other forms of reimbursement, personnel, and facilities to expand and enhance availability of respite services?
2. Is there a clear and realistic plan to try to secure resources to continue program activities after Federal financial assistance has ended?
3. **For FY 2012 Grantee applications only**: Is the sustainability of the two additional objectives chosen for completion likely?

Dissemination (3 Points)

1. Will the dissemination plan get relevant and easy to use information about respite care services, worker recruitment and training, and programs for family caregivers, including training, in a timely manner to parties that might be interested in making use of its findings, particularly to those who might want to replicate the project?
2. Does the dissemination plan include multiple means for delivering information, including electronic, print and web based methods?

Organizational Capacity	Maximum Points: 20

Project Staffing and Qualifications (10 Points)

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
2. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles?
3. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Organization and Management (10 Points)

1. Does the applicant demonstrate the commitment to lead the project?
2. Does the application adequately describe the agency's ability to work with other state and community based agencies?
3. Does the applicant's proposed approach for working with public and private non-profit state respite coalitions/organizations seem feasible?
4. Does the applicant demonstrate an understanding of respite care and family caregiver issues across all age groups, disabilities, and chronic conditions?
5. Does the applicant demonstrate capacity and commitment to ensuring meaningful involvement of family members, family caregivers, and care recipients?
6. Does the applicant demonstrate the commitment to implement the program so as to serve all age groups, disability populations without preference for select demographic or disability groups?
7. Do the proposed project director(s), key staff and consultants have the background, experience, and other qualifications required to carry out their designated roles?
8. Are letters from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?
9. Are assurances in place that the grantee will have a system for maintaining confidentiality of care recipient and family caregiver records?

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active registration at www.sam.gov.

Initial Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates*

and Times,
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages**. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

For those applications that have been disqualified under the initial screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and the Agency's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by the Agency in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

The Agency may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. The Agency reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. The Agency will also consider the geographic distribution of Federal funds in its award decisions.

Final award decisions will be made by the Administrator for the Administration of Community Living, or designee. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

ACL may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by the Agency and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for

funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or current Grants Management System. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at http://www.gpo.gov.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

The award is also subject to DHHS Administrative Requirements, which can be found in 45CFR Part 74 and 92 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement located at *http://www.hhs.gov/grantsnet/adminis/gpd/index.htm*.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period.

Federal Financial Reports (FFR)

As of March 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Agency will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected Agency grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and www.forms.gov. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, the Agency reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

FFATA and FSRS Reporting
The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

http://www.aoa.gov/AoARoot/Grants/Reporting_Requirements/index.aspx

VII. Agency Contacts

Program Office Contact

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Administration for Community Living
U.S. Administration on Aging
One Massachusetts Ave. NW
Room 5610
Washington, DC 20201
Phone: (202) 357-3545
Fax: (202) 357-3549
Email: Greg.Link@acl.hhs.gov

Office of Grants Management Contact

Christine Ramirez
U.S. Department of Health and Human Servcies
Administration for Community Living
Washington, DC 20201
Phone: (202) 357-3465
Phone 2: (202) 357-3467
Email: christine.ramirez@acl.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/.

Catalog of Federal Domestic Assistance (C.F.D.A.) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpo.gov.

United States Code (U.S.C) http://www.gpoaccess.gov/uscode/ .

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp.

An open information teleconference for interested applicants will be held as follows:

Date: April 17, 2013

Time: 3:00 PM, Eastern

Telephone Number: 1-888-989-4403

Participant Pass Code: LIFESPAN

A printed transcript of the teleconference, including the Q&A, will be available in the Funding Opportunities section of ACL's web site at the following link:

http://www.acl.gov/www.acl.gov/Funding_Opportunities/Announcements/Index.aspx

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Work plan	Referenced in *Section IV.2. Project Narrative*. Please find the sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/ Funding_Opportunities/ Announcements/Index.aspx	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section III.3. Other* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number and registration at SAM are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications*. Found at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* Found at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Certification Regarding Lobbying	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.

Memorandum of Agreement		Submission is due by the application due date
Letter of Intent	Referenced in *Section IV.2. Project Narrative*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.3.*
The Project Description	Referenced in *Section IV.2. The Project Description*. This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no more than 10 pages and is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the Overview and in *Section IV.3. Submission Dates and Times*.

Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	IF the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*, it may be submitted prior to the award of a grant.
Certification of Filing and Payment of Federal Taxes	Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement.	If applicable to the applicant, it must be submitted prior to the award of a grant.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Narrative* of the announcement.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.

Appendices